FEDERAL CITY PERFORMING ARTS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 14, 1994
New York Avenue Presbyterian Church (NYAPC)

Directors: Present: Boykin, Cohen, de Keyser, Fiorito, Gerard, Greenwald, Madigan, Rosen, Streit, Wheeler, Weeks, Wells
Guests: Holloway, McClelland
Resigned: Smith

Meeting called to order at 1:05 p.m. by Fiorito.

REVIEW OF JULY 13, 1994 MINUTES

Motion to approve minutes as written: Greenwald. Second: Wheeler. Unanimously approved.

FINANCIAL REPORT

McClelland reviewed last year's financial statements. He compared revenues and expenses for 1993 and 1994. He then reported on the Compact Disk project for last year. He also broke out the Fundraising as well as the General and Administrative revenues and expenses. The independent auditors now have our financial statements and will be completed with their work sometime in September.

McClelland will be distributing the financial statements through Boykin the week before the monthly board meeting. He requests that each board member read his report before the meeting and come so that everyone can be better prepared.

McClelland then reviewed the monthly financial statement for this year. Gerard asked for more clarification on the stocks that we have invested. McClelland then explained our most recent stock transactions. We are using a new stockbroker and we are following the transactions made by the stockbroker very closely. Our intentions are to eventually sell the stocks and invest in much safer investments in order for us to regain losses that we incurred with the previous stockbroker. McClelland assured the board that we are only investing in very safe stocks now.

de Keyser then asked about how we would get out of a stock if that stock had losses. Streit clarified that we would divest a stock if the value of it decreased at least 10%. McClelland stated that we also would sell any stock if the value gained at least 20%.

Wheeler inquired about our sales tax liability for the CD. McClelland said he included that figure in his accounts payable. DC government has already been paid once for their sales tax. Fiorito then asked for followup on the insurance situation. McClelland replied that he has renewed our property insurance and our indemnity insurance. He stated that the board of directors insurance is currently being pursued; he is getting a package together for the insurance company in order to get a quote.

PRESIDENT'S REPORT

Fiorito thanked everyone for working hard to attend and to participate in the Board Retreat. He then reviewed the assignments for committee chairs for this year.

Michael Smith has resigned for the board, and his resignation letter was given to Boykin. Fiorito then laid out options for filling the board seat; either not fill it, accept one of the two candidates who are remaining from the last board vacancy, or to wait until the chorus convenes and to open the seat up to anyone in the chorus. Boykin asked if this was a one-year term. Fiorito answered yes.

Discussion ensued about whether a Capital Club member could be considered for this position. The controversy revolves around what happens to a board member who is elected from the Capital Club and then becomes a dues-paying member of the chorus. Rosen stated that it is unclear from the bylaws about what a person's status is in that case. Rosen made a suggestion that the bylaws be amended to clarify this situation. Streit suggested that we could open up the board to more than three Capital Club members by amending the bylaws. Fiorito agreed to look at the bylaws and report on this situation at a later time. However, the current open board slot will be filled under the existing rules of having only 3 Capital Club members on the board, and currently all those positions are filled.

Wheeler moved that we open up the vacant board seat for two weeks beginning on the first rehearsal Sunday and choose the person from those candidates. Gerard seconded. Ten approved, one abstention.

Fiorito announced that Madigan has purchased the computer system and it has arrived. Rosen now has computer. His first task will be to update the chorus database.

Fiorito announced that the chorus has been asked to sing at three events. The GALA V conference will be held in Tampa, Florida from July 6-13, 1996. Weeks asked about cost of the trip, being concerned that there was such a poor rate of attendance for the LA trip. He wondered what the board policy was going to be toward reimbursement of members. Fiorito stated that boards have previously paid the delegate fee for all members who attend. Holloway also stated that the rate of attendance of GMCW at the last GALA was 90%. McClelland also suggested that there could be an emphasis on fundraising just earmarked for GALA.

Gerard moved that the chorus participate in GALA V in Tampa, Florida. Boykin seconded. Unanimously approved.

de Keyser then asked about our rules of order about how board meetings are run. Madigan stated that the board follows Robert's Rules of Order as framework, but we do not use them strictly.

Fiorito then moved on to the second chorus invitation: George Mason University on Wednesday, November 30th, for their AIDS awareness week. The chorus would be the sole entertainers for the two-hour concert. It will be open to the students of George Mason, as well as faculty, staff and the surrounding community. We will be paid $3000 for the performance. Holloway explained that we will use chorus, subgroups, and individual entertainers for the evening. He said the concert expenses will be approximately $1000, which will include soloists and instrumentalists. Wheeler asked if we will be using our risers. Fiorito stated that we will be using the risers from George Mason. Fiorito stated that the dress rehearsal for the show will be Monday, November 28th.

Rosen moved that the chorus perform at George Mason on Wednesday, November 30th. Wheeler seconded. Unanimously approved.

Fiorito said the chorus had been invited to sing at the National Hospice Association banquet on October 22nd at 10pm. This would be a 45 minute performance and the chorus will be paid $1000. Holloway requested that the music staff be allowed to meet on this performance and decide on the appropriate groups that should perform for this event. He asked that a decision for the performance be postponed and that the executive committee be allowed to make the final decision.

Greenwald moved that the decision for the chorus to perform at the National Hospice Association be deferred to the executive committee. Weeks seconded. Unanimously passed.

Gerard then asked had the chorus been asked to perform at ASGRA. Fiorito said that we have not heard anything from them about an invitation.

Fiorito then passed around a list of workshops to be held in the Washington area having to do with different aspects of an association, such as marketing, fundraising, etc. He said the chorus would be willing to reimburse board members for some of these workshops, but the board member MUST speak to him first to get it preapproved.

All committee chairs should try to get their monthly reports to Boykin on the Sunday BEFORE the board meeting. Please make sure to have 17 copies so that they can be handed out with the minutes. He then asked that all board reports be presented in a broad outline form, rather than give details. He asked that all board members monitor their comments made during the meeting, and to be sure that discussions are kept on a macro level. He said we should keep in mind that we as board members should always keep the overall goals of the organization in mind in order to keep the discussions at a higher level.

Our next board meeting will be Monday, September 12th, 7:30 at Levine. Fiorito then asked if we could permanently change our board meetings to the THIRD Wednesday of every month, due to Boykin's conflict. Being no objection, Fiorito said we would start this in October.

PRODUCTION

Wheeler stated the Lincoln contracts had been signed for both performances.

MUSIC DIVISION

Holloway reviewed the work of the repertoire advisory committee. He also updated the board on his various meetings throughout the summer involving upcoming performances at the Washington Cathedral, George Mason, and the March and June concerts.

MEMBERSHIP

Boykin stated that 25 new members have currently signed up for auditions. Membership committee meets later next week for their first meeting of the season. Boykin also stressed that board members should make him aware of any questions or problems that they may hear about during the year, and that he be informed as soon as possible.

MARKETING

Cohen and Dan Kaufman are currently completing work on the season brochure. Cohen spoke about the possibility of having coupons in our program that would be targeted to stores along the U Street corridor. There is a possibility that we may get some free marketing research by Chugoll Research Incorporated, and we are looking into procedures to acquire their services.

FINANCE

Streit announced that the finance committee has begun to meet. McClelland is working on obtaining board insurance. Streit has begun to look at the possibility of our applying for grants to hire an executive director. The committee is working on closing the records on the Powers estate; the most difficult point is now the sale of Power's home. Don Wright, Esquire has agreed to be a pro bono legal advisor for the chorus. McClelland is monitoring at our investment portfolio closely.

The finance committee will also be looking into ways to educate themselves and the chorus on financial matters. A priority for the committee will also be how to assist chorus members with expenses related to the chorus.

FUNDRAISING

Streit held a meeting last week that had excellent attendance. He requests that all board members become actively involved with fundraising events this year. Fiorito then asked that each member of the board choose at least one fundraiser to assist with during the year.

OTHER BUSINESS

Fiorito would like to be informed of any chorus committee meetings that are held, so that he can be kept up-to-date on chorus activities. Discussion then revolved around having a board calendar for each month. Madigan is keeping the chorus calendar for this year, and requests that all updates be given to him by September 1st. He also agreed to maintain a board calendar for this season.

Greenwald stated that Northern Virginia AIDS Ministries is interested in participating in a joint venture with the chorus this year.

Boykin then asked about board approval for the Cathedral service. Fiorito opened the floor to discussion about the Cathedral service. Boykin moved that the chorus perform at the National Cathedral on Sunday, October 9th for their annual AIDS healing service. Rosen seconded. Unanimously approved.

Gerard moved to adjourn, Cohen seconded. Unanimously approved.

Meeting was adjourned at 3:15 pm.

Fred Boykin
Secretary
FCPAA Board of Directors